

Director of Information Technology/ Chief Technology Officer



Welcome to the City of West Allis...
an innovative, progressive and ever-evolving local government

Quick Facts

County: Milwaukee
Population: 60,329
Housing Units: 23,313
Square Miles: 11.402

Median Home Sale Price: \$141,300
Median Household Income: \$44,475
Park Land: ~1150 Acres
Bike Trails: 15 miles

www.westalliswi.gov



Mission Statement

The City of West Allis is a municipal corporation operating under the constitution and statutes of the State of Wisconsin, and the ordinances, policies, and procedures of the City to:

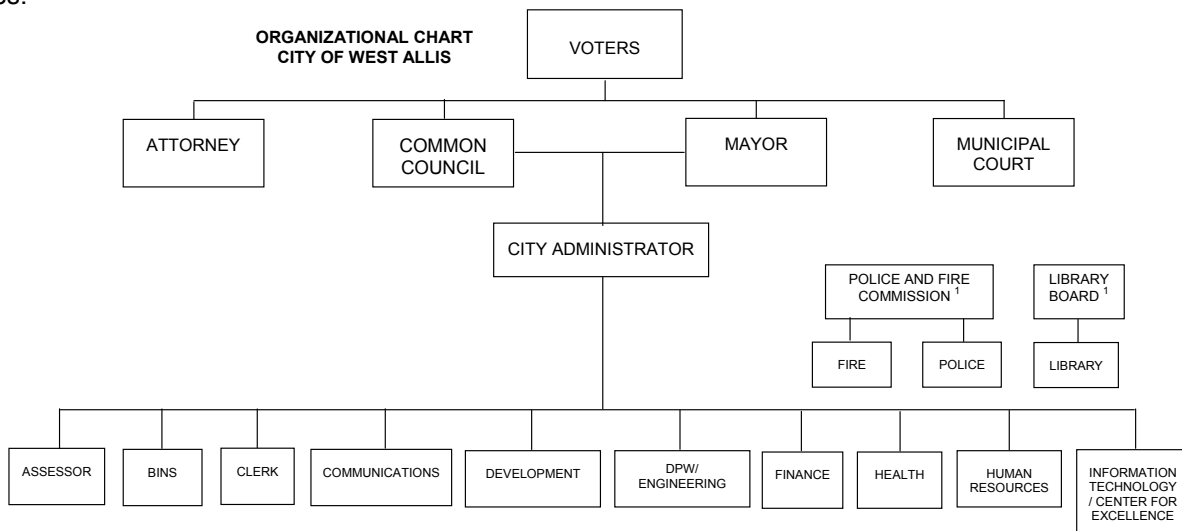
- Provide cost effective municipal services consistent with the needs and desires of the citizens of the West Allis community (residences and businesses, as well as other community stakeholders);
- Provide for the health, safety, and welfare of the community;
- Provide a quality living and working environment; and
- Provide a positive, progressive, and creative approach to the budget, management and operations of the City.

Vision Statement

The City of West Allis will provide a living and working environment throughout the community that is focused on providing its citizens and businesses a coordinated, efficient, effective, and responsive level of services. The City of West Allis will become the preferred municipality in the Milwaukee Metropolitan Area, the state, and the country for visitors, residents and businesses through focused rebranding, marketing and promotion actions.

Governance

The City of West Allis is governed by a Mayor and Common Council made up of ten part-time Alderpersons. The Mayor and Common Council collaboratively formulate budgets, set policies, grant licenses, and pass ordinances. The Common Council has five standing committees: Administration and Finance, Board of Public Works, Safety and Development, License and Health, and Advisory. Review of items submitted to the Common Council is completed by one of these committees.



¹ Appointed by the Mayor and confirmed by the Common Council, with policy responsibility.

Innovation

The City of West Allis is committed to providing cost effective municipal services and a positive and creative approach to the management and operation of the City. As such, goals for excellence in administration, which include preparation of “focused” annual objectives and action plans/strategies, use of team building, quality improvement strategies, and administrative and technological improvements and measurement of department performance have been adopted by the Common Council.

Five Year Strategic Plan

In 2017, West Allis’ Common Council approved the adoption of a Five Year Strategic Plan to position the City for long-term growth and development. Five key strategic goals, supported by itemized actions to guide implementation, are intended to improve the City’s positioning as a destination community by focusing on citizens’ quality of life, citizen engagement activities, business development, and more. Learn more about the Strategic Plan at westalliswi.gov/strategicplan.

The Community

The City of West Allis is a thriving and growing community experiencing a surge in redevelopment. West Allis continues to reestablish itself as an up and coming city that is shedding its image as an old industrial town. The City's vibrant neighborhoods are filled with unique, independent restaurants and eclectic shopping options. We also offer the friendly advantages of a small town with the diverse benefits of living in a major urban city. West Allis is centrally located, providing convenient access to a variety of interests throughout the Milwaukee vicinity.

Major Employers in West Allis

- Aurora West Allis Memorial Hospital and Medical Center
 - Brookdale Senior Living
 - Cardinal Capital
 - Children's Hospital of Wisconsin
 - Chr. Hansen, Inc.
 - Global Industries
 - Graybar Electric
 - Johnson Controls, Inc.
 - Milwaukee Area Technical College (MATC)
 - Poblocki & Sons
 - Quad/Graphics, Inc.
 - Toshiba International Corp.
 - Unit Drop Forge Company
- ...and numerous others



Places of Interest in the Area

- Crosstown Connector Bike Trail
 - Henry Maier Festival Park – home of Summerfest
 - Lake Michigan Shoreline
 - Discovery World
 - Marcus Center for the Performing Arts
 - Miller Park, home of the Milwaukee Brewers
 - Milwaukee County Zoo
 - Milwaukee Public Museum
 - Milwaukee Art Museum
 - Mitchell Park Horticultural Conservatory (The Domes)
 - Oak Leaf Recreational Trail
 - Milwaukee Public Market
 - Pettit National Ice Center Olympic Training Facility
 - West Allis A La Carte
 - Wisconsin State Fair
 - Diverse restaurants, bakeries, and craft breweries
- ...and numerous parks, golf courses, lakes and beaches



Ideal Candidate

The ideal candidate should be committed to excellence and continuous improvement, serving as a change agent to drive evolution of process. It is vital the candidate possess advanced technological skills required to perform the analytical job duties, as well as the energy, motivation, and positive attitude needed to initiate organizational efficiency. Critical to achieving success in this position is the ability to work collaboratively with elected officials, management team members, staff, and the public. Gaining and maintaining the trust, confidence, and respect of the entire municipal organization is paramount.

Position Overview

This position leads the Department of Information Technology staff in delivering the most efficient and effective methods of technology while supporting the overall strategic goals of the City of West Allis. The IT Director plans, reviews, directs, implements and manages all City computer and communications operations and systems to fulfill the information technology needs of the City's almost 600 employees.

The Director of Information Technology must be accessible by phone and/or to report to the worksite outside of regular office hours, including but not limited to, nights, weekends, holidays, and odd hours when require such duty and possess the emotional intelligence, work ethic, accountability and initiative to effectively perform the duties of this position.

Position Description

- Operates and supervises all City information, sub-systems, networks, etc.;
- Operates and supervises department activities and employees including: setting objectives and strategies for the IT/CFE Department, selecting and implementing suitable technology solutions to streamline all internal operations and the coaching/developing and selecting of all IT/CFE professionals;
- Ensures the analysis, design, development, implementation and maintenance of new systems/programs to existing systems/programs to meet user needs (such as HTE, GIS, Web, intranet, etc.);
- Directs the planning and implementation of systems which support organizational operations to improve efficiency, effectiveness, and service quality;

- Establishes and maintains guidelines for acquisition of system hardware and software;
- Ensures data interoperability between enterprise systems, define data standards, database design;
- Develops department and technology budgets, allocates resources, prioritizes and manages projects;
- Approves purchases of technical equipment and software and establishes partnerships with IT providers;
- Develops and maintains emergency government operations, backups, redundant systems and disaster recovery procedures;
- Provides technical support and expertise to all City departments and divisions, on all aspects of information services support to include short and long range solutions including: implementing technology solutions or platforms to improve the customer experience, monitoring changes or advancements in technology to discover ways the City can achieve its strategic plan;
- Develops, maintains and oversees compliance with contracted services and vendors;
- Develops policies and procedures to comply with all federal and state laws and regulations;
- Develops and maintains documentation for all City systems;
- Provides staff support to the IT Steering Committee, Common Council and their Committees, attends as required;
- Coordinate City technology efforts with those of other cities, counties and outside agencies and organizations;
- Maintains the ability to lawfully operate a designated motor vehicle at all times that duties are performed;
- Maintains ability to travel throughout and enter all different properties in the jurisdiction;
- Effectively communicates timely and concise technological information to internal and external customers;
- Works collaboratively with various other departments to develop, implement and administer technological initiatives;
- Serves as a leader and supports city initiatives such as strategic planning, LEAN, and innovation;
- Acts as a positive role model, promoting effective team work, respect, demonstrating continuous improvement, innovation and excellence;
- Recognizes opportunities for improved efficiency and streamlined operations and implements changes as appropriate;
- Participates in meetings and completion of work activities outside of normal work hours when necessary;
- Ensures 24 hours/day, 7 days/week, 365(6) days/year, operation of City-wide information systems resources and technology;
- Performs other duties as assigned.

Qualifications

Education, Training and Experience:

- Bachelor's Degree in Computer Science, Business Information Systems, Information Technology or a related field from an accredited college; Masters Degree in Computer Science or Business Administration preferred.
- 7-10 years of recent work experience in the management, development and implementation of automated information systems and technology.
- 3-5 years of project management experience including two (2) years at the supervisory level.
- Lean, six sigma or continuous improvement experience required.
- Experience providing critical support in a 24/7 environment along with working in a political environment is desirable.
- Competent in MS Office, MS ACCESS, MS SQL, MS Project, MS Visio, BP Logix (Business Process Management System), Visual Studio and other various computer programs.
- Completion of the National Incident Management System's (NIMS) ICS-100, 200 & 300, IS 700 & 800 within 6 months of employment.

Licenses and Certifications:

- Valid Wisconsin driver's license or possess a valid driver's license and obtain a Wisconsin driver's license within 6 months and acceptable driving record per City Policy.
- Lean or Six Sigma Certification within 3 years of employment.
- Project Management Certification within 3 years of employment.

Knowledge, Skills and Abilities:

- Thorough knowledge and skill in administration, design and implementation of system architecture, services, design and support, including but not limited to servers, databases, computers (desktops, laptops, tablets), data and fiber, security cameras, door access controls, phone and radio systems, networks, G.I.S., internet/intranet, Web and associated hardware/software;
- Comprehensive knowledge of technology services, systems and designs;
- Thorough knowledge and ability to perform general management functions relating to planning, budgeting and leading an Information Technology Department;
- Possess knowledge of organizational sensitivity regarding complex relationships with other City Departments and external organizations;
- Ability to communicate difficult, complex technical information in an understandable concise manner to a wide range of internal and external customers;
- Skilled in developing strategies to mitigate complex technological issues;
- Ability to train, educate, mentor and motivate employees;
- Skilled in fostering an environment where all staff look to improve and streamline current practices;
- Ability to adapt to a continually evolving environment, supporting a data-driven and deadline-oriented workplace;
- Ability to delegate work effectively, monitors employee output and tactfully address performance issues;
- Ability to set, implement and achieve departmental goals consistent with the City's Strategic Plan and Goals;
- Ability to work well under pressure, meet deadlines regularly, manage multiple assignments and shift priorities, responding with a sense of urgency when issues emerge requiring immediate attention;
- Skilled in setting priorities and using organization and problem-solving skills which support and enable sound decision-making;
- Commitment to on-going professional development and continuous learning;
- Considerable skill in establishing and maintaining effective working relationships with a diverse population, including, but not limited to, City officials, elected officials, superiors, subordinates, City staff, and the public;
- Ability to maintain the confidentiality of records;
- Ability to communicate difficult, complex information clearly and concisely both verbally and in writing to a wide range of internal and external customers;
- Possess high ethical standards and the emotional intelligence to effectively perform the duties of the position;
- Demonstrated ability to promote innovation, operational excellence and continuous improvement.

Compensation and Benefits

Salary:

The 2017 annual salary range is \$104,042-\$124,842. Salary is dependent on experience and qualifications.

West Allis resident incentive pay:

An employee who resides within the City of West Allis shall be granted an additional 2% on top of the established pay for their position.

Comprehensive Benefits include:

- Vacation accrual upon date of hire based on the vacation schedule.
- Twelve (12) paid holidays.
- Sickness disability benefit plan wherein an employee accrues ten hours/month.
- Comprehensive Health Insurance program (which is contributory) - choice of a PPO Plan or High Deductible Health Plan (with optional participation in a Health Savings Account); both plans cover the employee and his/her family, with eligibility the first of the month following thirty (30) days of service.
- Fully paid Dental Insurance covering the employee and family, with eligibility the first of the month following six months of service.
- Dual pension system comprised of the Wisconsin Retirement Fund and federal Social Security (both are contributory).
- Fully paid Life Insurance program with coverage in the amount of the employee's annual salary adjusted to the next highest one thousand dollars with the option for additional coverage at the employee's expense.
- Voluntary benefit programs consisting of Section 457 Deferred Compensation and Section 125 Flexible Benefits for Dependent Care and/or Medical Reimbursement.
- Educational reimbursement plan for the pursuit of job related courses; including personal and professional training opportunities and professional organization memberships.
- Various other benefits including but not limited to Employee Assistance Program (EAP), Employee Wellness Program, Armed Services Reserve training, and Federal Loan Program.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

It is the policy of the City of West Allis to provide language access services to populations of persons with Limited English Proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

Application Process

Interested applicants must submit a completed City of West Allis application form and supplementary questionnaire, cover letter, and resume outlining professional experience and email materials to hr@westalliswi.gov or mail to:

City of West Allis
Human Resources Department
7525 West Greenfield Avenue
West Allis, WI 53214
414-302-8270
Fax: 414-302-8275

Application materials and further information about the City of West Allis may be found at westalliswi.gov/careers.

Deadline for receipt of applications is 5:00 p.m., July 31, 2017, or until a candidate is selected.

Recruitment Process

The selection process will entail a review and evaluation of application materials to identify those candidates who appear better qualified in terms of academic preparation, training, experience and achievements as these relate to the duties and requirements of the position. A representative number of applicants deemed better qualified in terms of the requirements of the position will be further evaluated through an interview process designed to assess knowledgeability and suitability.

Successful candidates are subject to an extensive background check and must pass a post-offer medical exam and drug screen as a condition of employment.





SUPPLEMENTARY QUESTIONNAIRE

DIRECTOR OF INFORMATION TECHNOLOGY

This *Supplementary Questionnaire* is an addendum to the completed application form, cover letter and resume. It will be used for screening applications.

Directions: On separate paper, answer the following questions. Your responses will be judged by clarity and completeness, logic, and substance. You are encouraged to keep your responses concise but consistent with a thorough discussion of the issue presented.

Please put your name on each page of your response and clearly label your answers by the number of the question. Answers must be typed – do not exceed 10 pages total.

1. Describe what you understand to be the role of the Director of Information Technology for the City of West Allis. What specifically in your background has prepared you for this responsibility? What specific skills, knowledge, abilities or qualities will you bring to this position?
2. Describe your experience with specific hardware and software systems; include your role and level of competency.
3. Describe your experience with LEAN, or other continuous improvement processes within organizations. Provide specific examples of how you have utilized the techniques to improve operations.
4. Describe your budget management experience: control of budgeting, reporting, inventory and long term capital replacement.
5. Describe your management style and your experience as a management/executive level team member; include organization and number of employees supervised and size of team as applicable.
6. Describe your technical certifications and languages in which you have experience; include your role and level of competency.
7. Project and vendor management skills are important for this position. Developing the strategy, identifying the project teams and leading those teams to success will be a major task for the successful candidate. Describe your experience in project management. Provide a specific example of successful (timely and within budget) completion of a complex project.
8. Describe your biggest failure in your IT management career, what impact it had, what you learned from the incident and how you recovered from the event(s) that resulted.
9. Describe your most significant project that impacted the organization when it was fully implemented.



APPLICATION FORM

ATTENTION APPLICANTS - PLEASE READ

Following are important points to know about the City of West Allis application process:

1. **Applications must be completed in full.** Applications not completed in full may be subject to disqualification.
2. A completed application form is required. You may supplement the application form with a resume; however, providing a resume does not exclude you from completing the application form in full.
3. It is to your advantage to be clear and thorough when completing the application, as it is the only means the City has of reviewing your qualifications for employment. We cannot assume more than what you tell us.
4. If you faxed or emailed your application, you still need to mail in or drop off the original in order to be considered for employment.
5. After all the applications are reviewed, the most qualified candidates will be invited to participate in other phases of the hiring process. All applicants are evaluated on job-related factors only.
6. If you will be unavailable (e.g., out of town) within the next 90 days, please indicate the dates you will not be available on the front section of the application form. Dates of unavailability will be reviewed to determine if any accommodations are feasible.
7. It is the policy of the City of West Allis to provide reasonable accommodations for qualified individuals with disabilities who are applicants for employment. If you are a qualified individual with a disability and need a reasonable accommodation in the testing or interview phase of our hiring process, please contact the Human Resources Department at (414) 302-8270 or e-mail jbarwick@westalliswi.gov at least 72 hours (i.e., three (3) work days) in advance. Each request for accommodation will be reviewed on a case-by-case basis and accommodated unless it is determined to be unreasonable.
8. If you are having problems completing the application form or have any questions or concerns, contact the Human Resources Department.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status in the admission or access to, or treatment or employment in, its services, programs or activities.

Upon reasonable notice the City will furnish appropriate auxiliary aids and services when necessary to afford individuals with disabilities an equal opportunity to participate in and to enjoy the benefits of a service, program or activity provided by the City.

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(APPLICANT MAY RETAIN THIS PAGE)



Human Resources Department
7525 West Greenfield Avenue
West Allis, Wisconsin 53214

Exam No. _____

Telephone: 414-302-8270
Fax: 414-302-8275
www.westalliswi.gov

City of West Allis
An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

IMPORTANT: READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING OUT YOUR APPLICATION. EXCEPT WHERE NOTED, ALL REQUESTED INFORMATION MUST BE FURNISHED. THE INFORMATION YOU GIVE WILL BE USED TO DETERMINE YOUR QUALIFICATIONS FOR EMPLOYMENT. PLEASE TYPE OR PRINT.

Dates of unavailability (If you are planning to be out-of-town within the next 90 days, please indicate the dates you will not be available):

Position applied for _____

Name _____
(LAST) (FIRST) (MIDDLE)

Social Security Number _____

Other names under which you have been legally known _____

Address _____
(STREET) (CITY) (STATE) (ZIP)

Phone Number: Home _____ Cell _____

E-Mail Address _____

Are you at least 18 years old? ☐ Yes ☐ No

Do you have the legal right to live and work in the United States? ☐ Yes ☐ No

Do you wish to have the information contained in your application materials remain confidential as permitted by law? ☐ Yes ☐ No

If the job requires use of a motor vehicle, do you have a valid Wisconsin Driver's License? ☐ Yes ☐ No

If the job requires use of a Commercial Driver's License (CDL), do you have a valid CDL? ☐ Yes ☐ No

List CDL classification(s) and/or endorsement(s) _____

MILITARY SERVICE:

Have you ever served in the U.S. Armed Forces, National Guard or Military Reserves? ☐ Yes ☐ No

Dates of Duty: From _____ To _____
MM / DD / YYYY MM / DD / YYYY

To receive credit for veteran's preference points, you will be required to provide a copy of your DD Form 214 upon request.

EDUCATION AND TRAINING:

Do you have a High School Diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of High School: <hr/> City/State: <hr/>	Do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No From Where: <hr/> City/State: <hr/>	If <u>no</u> High School Diploma or GED, indicate the highest grade or year completed (6, 7, 8, 9, 10, 11, 12): <hr/> From Where: <hr/> City/State: <hr/>
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Training Beyond High School (Technical College, College, University, or other schools you have attended)

Name and Location	Graduated	Degree Conferred	Major
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

List any other education, training, license(s) and/or certificate(s) – be specific and include dates:

WORK HISTORY:

GIVE A COMPLETE RECORD OF ANY EMPLOYMENT, SELF-EMPLOYMENT, MILITARY SERVICE AND/OR VOLUNTEER WORK YOU HAVE HAD IN THE PAST 10 YEARS. Start with your current or most recent job. Indicate any change in job title under the same employer as a separate position. You may include positions beyond the 10-year period if they are related to the position for which you are applying. Although resumes are welcome, they may not be substituted for the information requested below.

PRESENT OR MOST RECENT EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)		KIND OF BUSINESS
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES			
		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$_____PER_____\$_____PER_____	

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

EMPLOYER	ADDRESS OF BUSINESS (STREET AND CITY)	KIND OF BUSINESS	
YOUR TITLE	REASONS FOR LEAVING	NAME, TITLE & PHONE NO. OF SUPERVISOR	
YOUR DUTIES		FROM (MO. & YR.)	TO (MO. & YR.)
		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME (_____ HRS. PER _____)	
		ACTUAL HOURLY RATE/SALARY STARTING ENDING \$ _____ PER _____ \$ _____ PER _____	

Use a separate sheet to continue with any additional qualifying employment data, using same format as above.

If you were discharged for cause from any employment, state the details:

List any equipment, machines, tools, or computer software you are skilled in using:

VIOLATIONS OF LAW: A Police background check may be conducted prior to a job offer.

Are you currently subject to a pending charge? ☐ Yes ☐ No

If yes, what is the pending charge?

Have you ever been convicted of operating a vehicle while intoxicated (OWI)? ☐ Yes ☐ No

Have you ever been convicted of any violations of law excluding minor traffic violations? ☐ Yes ☐ No

If you answered yes to either of the questions above, list and specify what you have been convicted of, date and location of conviction, and the penalty imposed:

(The City, as a matter of explicit policy, does not use pending charges or convictions as the sole criteria in its employment decisions; they will be considered only if there is a substantial relationship to the circumstances of the particular job or if bondability is at issue.)

Have you applied with the City of West Allis before? ☐ Yes ☐ No If yes, for what position(s) and when?

CERTIFICATION AND AGREEMENT

I certify that answers given by me to the foregoing questions and statements are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions herein subject me to disqualification or dismissal.

I authorize the City of West Allis to make such investigations and inquiries of my employment, character, qualifications, and medical history as may be necessary in arriving at an employment decision. I hereby release all employers, companies, schools or persons from all liability in responding to such inquiries made in connection with my application.

I further understand that in the event of employment by the City of West Allis, the City is an at-will employer and I may be terminated at any time for any reason.

(DATE)

(SIGNATURE OF APPLICANT)

(FOR HR OFFICE USE ONLY)

Comments: _____



ADDITIONAL INFORMATION

This form **MUST** be returned with your application materials.

The City of West Allis is an Equal Opportunity/Affirmative Action Employer and does not discriminate against individuals on the basis of race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

To help us comply with Federal/State Equal Employment Opportunity record keeping and other legal requirements, please answer the questions below.

Position applied for _____ Social Security Number _____

Name _____
(LAST) (FIRST) (MIDDLE)

COMPLETION OF THIS PART OF THE FORM IS VOLUNTARY. The information you provide will not be used in the decision to hire. If you choose not to complete this section, proceed to the bottom of the form for your signature and date.

Sex: ☐ Male ☐ Female Birthdate ____/____/____
MM / DD / YYYY Age _____

Veteran Status: ☐ Veteran ☐ Non-Veteran ☐ Disabled Veteran, Disability Rating _____%

Ethnic Group:

- ☐ **Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.
- ☐ **White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaskan Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

Do you consider yourself to be disabled? ☐ Yes ☐ No

[A disabled individual is: any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities, or has a record of such impairment or is regarded as having such impairment. Major life activities which might be substantially limited by such impairment include: walking, talking, or otherwise communicating, self-care, socialization, work training, employment, transportation or adaptation to housing (these are examples only).]

If yes, what is the disabling condition? _____

What limitations does this condition impose on major life activities? _____

How did you hear about this job? (Please specify where applicable.)

- | | | |
|---|---|--|
| <input type="checkbox"/> Milwaukee Journal/Sentinel | <input type="checkbox"/> Job Service | <input type="checkbox"/> School _____ |
| <input type="checkbox"/> Spanish Journal | <input type="checkbox"/> City Cable Channel | <input type="checkbox"/> Community/Minority Organization _____ |
| <input type="checkbox"/> City Website | <input type="checkbox"/> Bulletin Board/Walk-In | <input type="checkbox"/> Social Media Source _____ |
| <input type="checkbox"/> Interest Card/E-Notify Me | <input type="checkbox"/> Employee | <input type="checkbox"/> Other Website _____ |
| <input type="checkbox"/> Job Hotline | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Other _____ |

The above-completed information is true to the best of my knowledge:

(DATE)

(SIGNATURE)